



PERMIT APPLICATION TUTORIAL



Virginia Alcoholic Beverage
Control Authority

NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.

INSTRUCTIONS

Helpful TIPS:

- For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices.
- If you are not sure which Permit you need to apply for, use the online Wizard. The Wizard will display the recommended Permit, how long the application and ABC processing may take, and the list of required documents.
- You should tab in and out of formatted fields such as FEIN, social security numbers, phone numbers and date of birth to avoid getting an error message. The dashes must be entered in the social security field.
- FEIN number is mandatory when applying for a license or a permit.
- Fields with asterisks are required. Any field that has a question mark inside a circle gives additional information about that field.
- Some screens require you to scroll down to continue the application.
- If you do not have an account, refer to the "Create an Account" video tutorial.

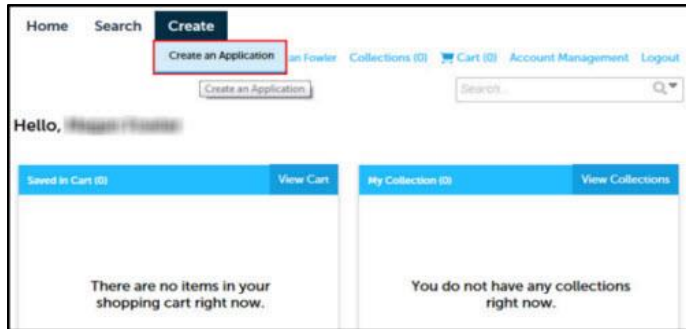
1. Log in to Account Central, then the Licensing system will be displayed.
2. Select [Create>Create Application](#).
3. Click the checkbox to accept the [General Disclaimer](#). Click **Continue Application**.
4. Click [Permits](#) then select the applicable radio button. Click **Continue Application**.
5. Enter required fields in the **Address** section of the [Location Information>Business Location](#) page. Click **Continue Application**.
6. Click **Add New** in the **Permittee** section of the [Contact Information>Contacts](#) page.
7. Enter required fields for the applicant on the [Contact Information](#) page. Scroll down and click **Add Contact Address**.
8. Select **Address Type>Mailing** on the [Contact Address Information](#) page. Enter required fields for the applicant. Click **Save and Close**, then click **Continue**.
9. Click **Continue Application** on the [Contact Information>Contacts](#) page.
10. Enter required fields on the [Application Information>Permit Details](#) page. Click **Submit**.
11. Click **Add** on the [Supporting Documents>Attachments](#) page.
12. Click **Add** on the [File Upload](#) page.
13. Navigate to the file and click **Open** to attach all required files. Click **Continue**.
14. Select **Type** and enter **Description** for all files on the [Supporting Documents>Attachments](#) page. Click **Save** then **Continue Application**.
15. If desired, add **Comments** then click **Continue Application**.

16. Review information on the [Review](#) page. Scroll down and check the certification checkbox, then click **Continue Application**.
17. If a payment is not required, the application number is displayed. If a payment is required, continue with steps 18 – 21.
18. Review [Pay Fees](#) page then click **Check Out**.
19. Click **Checkout** on the [Cart](#) page.
20. Click **Proceed with Payment** on the [Payment](#) page.
21. Enter [Payment](#) then click **Submit Payment**. The application number is displayed.

END OF WRITTEN INSTRUCTIONS

SCREEN HELP

Create>Create Application



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General Disclaimer

Online Application

Welcome to Virginia ABC's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
Virginia ABC provides the Web information contained herein as a service to the public. While Virginia ABC attempts to maintain Web information that is accurate and timely, Virginia ABC neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from Virginia ABC as a result

☐ I have read and accepted the above terms.

[Continue Application »](#)

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Permits

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[Search](#)

Permits

- ☐ Common Carrier Application
- ☐ Continuance of Operation (COOP) Application
- ☐ Culinary Permit Application
- ☐ Grain Alcohol Application
- ☐ Import Personal Alcohol (Interstate) Application
- ☐ Industrial Alcohol Application
- ☐ One-Time Sale Application
- ☐ Out of Bond Application
- ☐ Out-of-State Delivery Application
- ☐ Sacramental Wine Application
- ☐ Solicitor Salesman Application
- ☐ Solicitor Tasting Application
- ☐ Still Application
- ☐ Transportation (Commercial Carrier) Application
- ☐ Trustee Application
- ☐ Walking Tour or Sightseeing Carrier Application

[Continue Application »](#)

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Location Information>Business Location

Step 1: Location Information > Business Location * indicates a required field

Address

*Street No.: Direction: *Street Name: *Street Type: Street Suffix:

Unit No.: Unit # (end): Unit Type:

Facility or Establishment Name:

*City: *State: *Zip:

County: *Country:

X Coordinate: Y Coordinate:

[Clear](#)

[Continue Application »](#) [Save and resume later](#)

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Contact Information>Contacts

Home Search Create

[Register for an Account](#) [Login](#)

If you require more information regarding Virginia ABC, Please [Click Here](#)

Search

Industrial Alcohol Application

1 Location Information 2 **Contact Information** 3 Application Information 4 Supporting Documents 5 Comments to the Agency 6 7 8

Step 2: Contact Information > Contacts * indicates a required field

Permittee

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

[Continue Application »](#) [Save and resume later](#)

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Contact Information

Contact Information

Please re-enter your information, to confirm that you are the intended user. For security and safety you are required to reenter your information. Virginia ABC Authority is not authorized to share previously provided information.

A valid Mailing Address is required.

*Individual/Organization: FEIN: *Preferred Method of Contact:

Organization Name: *Primary Phone:

DBA/Trade Name: Secondary Phone:

First: Last: SSN or ITIN: Personal Phone:

*E-mail: Driver's License Number: Driver's License State:

State ID Number: State:

Birth Date: Gender: ☐ Female ☐ Male

Do you have a Virginia State Corporation Commission Entity ID Number?: ☐ Yes ☐ No

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Contact Address Information

Contact Address Information ×

Address Type:
--Select--

Street No:

Direction:
--Select--

Street Name: *

Street Type:
--Select--

Street Suffix:
--Select--

Unit No:

Unit # (end):

Unit Type:
--Select--

City: *

State: *

ZIP Code: *

Country/Region:
United States

Save and Close

Save and Add Another

Clear

Discard Changes

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Application Information>Permit Details

1 Location Information

2 Contact Information

3 Application Information

4 Supporting Documents

5 Comments to the Agency

6

7

8

Step 3: Application Information > Permit Details * indicates a required field.

Industrial Alcohol Information

INDUSTRIAL ALCOHOL INFORMATION

* Are you planning to transport the industrial alcohol?
☐ Yes ☐ No

* Is permittee classified as a US government agency, religious organization or Virginia public university?
☐ Yes ☐ No

Alcohol Information

ALCOHOL INFORMATION

Showing 0-0 of 0

Product Name	Alcohol Type	Amount (Gallons)	Vendor Name	Vendor Email	Total Delivered Cost
No records found.					

Add a Row

Edit Selected

Delete Selected

Continue Application >

Save and resume later

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Supporting Documents>Attachments

1

2 Contact Information

3 Application Information

4 Supporting Documents

5 Comments to the Agency

6 Review

7

8

Step 4: Supporting Documents > Attachments * indicates a required field.

Attachment

The maximum file size allowed is 16 MB.
htm, htmx, mht, mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account

Add

Continue Application >

Save and resume later

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File Upload

File Upload

The maximum file size allowed is 16 MB.
html, htm, mht, mhtml are disallowed file types to upload.

Continue

Add

Remove All

Cancel

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Supporting Documents>Type and Description

Attachment

The maximum file size allowed is 16 MB.
html, htm, mht, mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

*Type:

--Select--

Remove

File:

attachment.docx

100%

*Description:

Also Attach To

--Select--

Save

Select from Account

Add

Remove All

Continue Application »

Save and resume later

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Review

Solichor Testing Application

1

2

3

4 Supporting Documents

5 Comments to the Agency

6 Review

7 Pay Fees

8 Record Issuance

Step 6: Review

Continue Application »

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Solichor Testing Application

Address

600 Main St
Richmond Va 23222
United States

Permittee

Individual
444-44-44223

Primary Phone 8045555525
E-mail perry@hphs.gov
Preferred Method of Contact No

Do you have a Virginia State Corporation Commission Entity ID Number? No
Is the above information accurate? Yes

Contact List

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Pay Fees

[Home](#) [Search](#) [Create](#)

Logged in as: [\[User Name\]](#) [Collections \(0\)](#) [Cart \(4\)](#) [Account Management](#) [Logout](#)

If you require more information regarding Virginia ABC, Please [Click Here](#)

Search...

Banquet Application

[1](#) [2](#) [3](#) [4](#) [Supporting Documents](#) [5](#) [Comments for the Agency](#) [6](#) [Review](#) [7 Pay Fees](#) [8](#) [Record Issuance](#)

Step 7: Pay Fees

Listed below are the fees due based upon the information you've entered. Some fees are pro-rated and will result in a reduced amount being charged. The following screen will display your total fees.

Application Fees

Fees	Calculation	Amount
Application Fee - Banquet Event	1	\$15.00
Banquet Event License Fee	1	\$40.00

TOTAL FEES: \$55.00
If you have questions regarding the fees, please contact your Regional ABC Office.

Check Out »

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Cart

Cart

[1](#) [Select item to pay](#) [2](#) [Payment Information](#) [3](#) [Receipt/Record Issuance](#)

Step 1: Select item to pay

Please click on edit cart to save fees for later.

PAY NOW

555 main ST, Richmond VA 23220 United States

2 Application(s) | \$195.00

Apply for a Privilege
20TMP-001375
Total due: \$0.00

▶ Retail Specialty Establishment Application
20TMP-001382
Total due: \$195.00

No Address

2 Application(s) | \$0.00

Business Entity
20TMP-001380
Total due: \$0.00


Individual Entity
20TMP-001381
Total due: \$0.00

Total amount to be paid: \$195.00
Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

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Payment



Order Section

Amount

210.00 USD

PROCEED WITH PAYMENT

By placing this order, you are indicating you agree with our return and refund policy.
<https://www.abc.virginia.gov/stores/store-information/return-policy>

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Submit Payment

Order Section	Name and Zip
Amount 210.00 USD	First name Susan
	Last name Smith
Payment	Postal code
PAYMENT CARD	
VISA	
Card Number *	
Expiration date (MM/YY) *	Security code *
SUBMIT PAYMENT	
By placing this order, you are indicating you agree with our return and refund policy. https://www.abc.virginia.gov/stores/store-information/return-policy	
Secure Payment	

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